



**COMPREHENSIVE PLAN AMENDMENT APPLICATION
PLANNING AND INSPECTIONS DEPARTMENT
PLANNING DIVISION**

**City of El Paso, Texas
811 Texas Avenue
El Paso, TX 79901
915-212-0088**

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
APPLICANT(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
REPRESENTATIVE(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL ONE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT OPEN SPACE/GROWTH SECTOR: _____
PRESENT ZONING: _____ PROPOSED OPEN SPACE/GROWTH SECTOR: _____

3. PARCEL TWO INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT OPEN SPACE/GROWTH SECTOR: _____
PRESENT ZONING: _____ PROPOSED OPEN SPACE/GROWTH SECTOR: _____

4. PARCEL THREE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT OPEN SPACE/GROWTH SECTOR: _____
PRESENT ZONING: _____ PROPOSED OPEN SPACE/GROWTH SECTOR: _____

5. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property proposed for amendment. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

CASE # _____ RECEIVED DATE: ____/____/____ APPLICATION FEE: \$ _____
CPC REVIEW DATE: ____/____/____ (1:30 pm, City Council Chambers, 1st Floor, City Hall Building, 300 N. Campbell)
ACCEPTED BY: _____

REQUIRED DOCUMENTATION FOR COMPREHENSIVE PLAN AMENDMENT APPLICATION

- ☐ **APPLICATION FOR AMENDMENT** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- ☐ **ZONING MAP SHEET** - Property proposed for amendment must be accurately outlined in red ink. Zoning map sheets may be obtained at the Planning and Inspections Department—One Stop Shop, 811 Texas Avenue.
- ☐ **FUTURE LAND USE MAP SHEET** - Property proposed for amendment must be accurately outlined in red ink. Zoning map sheets may be obtained at the Planning and Inspections Department—One Stop Shop, 811 Texas Avenue
- ☐ **GENERALIZED PLOT PLANS** - Eight (8) copies of a generalized plot plan, including one (1) 8½" x 11" copy, are required with the following information:
 - a. General features or concept of development;
 - b. Lot lines with dimensions of the areas;
 - c. Legal description of the property;
 - d. Location of streets, and ingress and egress to the property;
 - e. Stamp or seal of a professional engineer, registered architect or registered land surveyor who prepared the plans.
- ☐ **METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) copy of a written, sealed metes and bounds description is required for the property proposed for amendment. **The metes and bounds description shall be accompanied by a survey map**, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- ☐ **PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for amendment is the current property owner.
- ☐ **CERTIFIED CITY TAX CERTIFICATE** - One (1) copy is required for each parcel of property described in the application for amendment. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3rd Floor, Suite 300. For any amendment application, delinquent taxes must be paid in full before a public hearing is held by the City Council.
- ☐ **SUBMITTAL VERIFICATION FORM** - One (1) copy of the submittal verification form, signed by the applicant and representative.
- ☐ **CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, One Stop Shop, 811 Texas Avenue. After validation of the payment, the application form shall be returned to the Planning and Inspections Department - Planning Division. Fees are nonrefundable.



SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for amendment. (If a conflict should result with this amendment request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict.) I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for amendment.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of their application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

Name of Applicant

Name of Representative

Applicant's Signature

Representative's Signature

Date

Date

ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):

- | | |
|---|--|
| <input type="checkbox"/> Amendment Application | <input type="checkbox"/> Development Plan Application |
| <input type="checkbox"/> Special Permit Application | <input type="checkbox"/> Zoning Condition Amendment or Release Application |
| <input type="checkbox"/> Subdivision Application | <input type="checkbox"/> Historic Review Application |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Zoning Board of Adjustment Application |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Rezoning Application |

For any information regarding this application, please contact the Planning and Inspections Department—Planning Division at (915) 212-0088 or visit our website at <http://home.elpasotexas.gov/city-development/>.